Personal Details

8028812 AGS/Service No: 76644398 Employee ID:

Surname: Saripalli Given Name(s): Ravi

Courtesy Title :

Substantive Department : IRS&A Actual Department : IRS&A

Substantive Position No: 00111071 Actual Position No : 00111071

Substantive Level: S&T6 PSE Actual Level: S&T6 PSE

First Level Supervisor: Smith.N S Second Level Supervisor: Bain.J G

Defence APS Core Capability Framework

The <u>Defence APS Core Capability Framework</u> is a tool to help you identify the administrative, management and leadership skills, knowledge and workplace behaviours needed in your current and likely future roles. The Framework will support you and your supervisor in identifying the Core Capabilities relevant for identifying on - and off - the job learning and development for your current and likely future roles. If appropriate, a capability can be selected from the Framework and expressed as a KER.

Privacy Details 🕕



Performance agreements are an essential contributor to business planning. Accordingly, KERs, learning needs, leave plans and Work Arrangements are to be made available within the employee's Group for business planning purposes unless classified for security purposes. Performance assessments and Ratings, and learning evaluation notes are staff-in-confidence.

Agreement Details

Agreement Approval Status: Approved Re-submit Agreement to 1st

Agreement From: 01/09/2016 Agreement To: 31/08/2017 Substantive Department: IRS&A Actual Department: IRS&A Substantive Position No: 00111071 Actual Position No: 00111071 Substantive Level: S&T6 PSE Actual Level: S&T6 PSE First Level Supervisor: Smith, NS Second Level Supervisor: Bain.J G Last Updated By: baing11 Last Updated: 16/01/2017

Agreement Discussion

Have you discussed this agreement with your first level supervisor?: Yes

New APS Employee or New Supervisor

Are you a new APS employee in Defence?: No 🛈 Have you been newly appointed to a supervisory role?: No 🛈

Mentoring Relationship

Are you currently in a mentoring relationship?: (i)

Are you a mentor?: (i) Are you a mentee?: (i)

Estimated percentage of work effort Job Element

Research Leadership: 20 % Research: 50 %

Professional: 20 % Technical: 0

Management: 10 %

Role Purpose Statement

Key Expected Results

Individual KERs are to be defined using SMART based measures – Specific, Measurable, Achievable, Relevant and Time-bound. The KERs are to be linked with business unit plans and associated outputs.

All employees

- 1. In this reporting period, must behave in a way that upholds the Defence and APS Values and the APS Employment Principles, and comply with the APS Code of Conduct.
- 2. Demonstrate knowledge transfer through sharing ideas, information and experiences, seeking opportunities for learning and supporting the contributions of others.

Employees who are supervisors

3. As a supervisor of APS employees, demonstrate and apply supervisory capabilities on a daily basis, including managing for effective performance, supervising integrated teams, managing absences, actively participating in career management discussions with my employees, managing workplace conflict, meeting work health and safety responsibilities, applying principles-based decision making, and making the most effective use of my employees and resources.

Executive Level employees

4. As an Executive Level employee, demonstrate and apply leadership proficiencies through shaping strategic thinking, achieving results, cultivating productive working relationships, exemplifying personal drive and integrity, communicating with influence, and meeting work health and safety responsibilities.

S&T 8 employees

5. All S&T'8 employees should include in their PFADS agreements three common KER's focused on leadership. The KER's together with context and explanatory notes can be found here.

S&T 6 employees

- 6. The following KER is mandatory from September 2016 for all S&T 6 employees who supervise:
- Jointly identify leadership development opportunities with all first line reports. Ensure these opportunities are recorded in the performance agreement, supported by the line management chain and implemented within the agreed timescales.
- 7. Guidance for developing other KERs for S&T6 employees is contained in the document "KER Guidance 16-17.pdf" which can be found on the O1 Remodelling Leadership & Accountability portal page here.

Technical

Professional

Objective

Respond to ad-hoc Defence requests for technical assistance.

Support CTF operations through thermodynamic analysis of the systems at design and operational phases.

Provide technical support to RAAF on OBOGS related matters.

Test and Evaluate NPSS software functionality to enable its application to run F-35 PTMS model.

Specify and procure OBOGS experimental rig instrumentation.

Measure:

Timely execution of required engineering analysis

Minutes and notes demonstrating delivery of engineering analysis

Write a note on the test and evaluation results of NPSS software

Delivery of OBOGS experimental setup equipment

Report OBOGS experimental data

Research

Objective

Develop mathematical model for OBOGS to evaluate its performance.

Develop model components for the PTMS and validate them individually and in combination with other model elements.

- * Explore and extract aircraft system data for Compressor and bleed turbine module performance for PTMS system.
- * Provide a generic heat transfer model to enable metal wall temperature estimates under radiant and convective heat transfer losses to assist IR signature modelling activity.

Measure

Presentation on outcome of OBOGS modelling A technical report on the model components developed so far with some usage instructions.

Stretched Objectives

- * Develop combustor model for jet fuel.
- * Gather technical information on the CTF air heater and associated combustor and configure a dynamic model that can provide air outlet temperature change from the start-up conditions. Reconcile model output data with the available plant data.

S&T Management (Managing People)

S&T Management (Managing Finances)

S&T Management (Managing Facilities)

Objective

Provide support to the group to transition the work flow documents to Objective.

Provide support to IRSA private network management, and IRSA Wiki maintenance.

Participate in QMS committee as branch representative to facilitate QMS implementation

Measure

Be up to date with the IRSA network and Wiki configuration

Satisfactory customer feedback on timely resolution of network and wiki related problems

S&T Management (Task Management)

Objective

Improvement on the number of times un-acquitted Defence Travel Card and Defence Purchase Card expenditures that are under my direct control (my own and my supervised staff) that are brought to the Divisional Administration attention within the assessment period compared with the previous period.

Measure

No reminders notices on the outstanding DTC transactions

Research Leadership

Objective

Consolidate the collaboration opportunities with AFRL and Honeywell that are under negotiation.

Foster and sustain technical exchange with NAVAIR to support OBOGS related matters.

Measure

Evidence through emails that sustained effort to establishing a collaborative agreement with AFRL/Honeywell to gain access to PTMS model, and work on a joint effort to validate the model against flight data.

Miscellaneous

Working Arrangements and Leave Plans

Annual Leave Balance: 44 (days)

Working Arrangements

These include:

- Patterns of attendance
- · Reasonable working hours
- Local work arrangements
- · Executive Level working arrangements
- Travel requirements
- Flextime or time off in lieu arrangements
- Flexible work options etc

Leave Plans

These include:

- Annual leave
- Long service leave and Defence Reserve service commitments
- Plans to reduce excessive annual leave balance or intention to purchase annual leave

Learning and Career Development Activities

- · Learning activities
- Career development activities
- Mandatory awareness programs (Biennial/Annual)
 (equity & diversity, ethics and fraud awareness, OHS, security, Group specific)
- Supervisory proficiency activities (for employees who are supervisors)
- Leadership proficiency activities (for employees who are Executive Level employees)

Learning Activities

Attend MATLAB/SIMSCAPE/OpenModelica based modelling course

Mandatory Awareness Programs

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Title	Campus Course ID	Completion	
DECA - The Essentials for Employees	00005608	Within 3 months of joining Defence	
DECA - The Essentials for Supervisors	00005609	Within 3 months of joining	

		Defence
Workplace Behaviour Mandatory Awareness	00007351	Every year
Security Awareness Mandatory eLearning	00007791	Every year
Work Health and Safety (WHS) for Workers	00010311	Every year
Ethics and Fraud Awareness eLearning	00007611	Every two years

Executed as an Agreement (to be completed at the start of the performance period)

Supervisor's Checklist

Checklist for supervisors - First and Second-level supervisors are to action each item as listed below before signing the performance

- · Values and behavioural requirements acknowledged
- · KERs have been established for the next performance cycle with specific and measurable standards agreed and priorities identified
- Learning and career development activities have been identified
- Funds are available for the learning and career development activities identified, including travel as required
- This employee will be released for learning and career development activities
- Work arrangements have been discussed and documented
- Leave plans can be accommodated (Employees are to be encouraged to take their annual leave)
 (Annual leave balances of 60 days or more are to be reduced)

APPROVAL

Employee:

• I agree to this performance agreement

Submitted By: Saripalli,R Substantive Position Nbr: 00111071 Actual Position Nbr: 00111071

Submitted On: 01/12/2016 03:44 PM

First Level Supervisor:

- I have read and **recommend** the performance agreement
- Funds are available for the learning and development activities, including travel as required
- The employee will be released for learning and development activities

Approved By : Smith,N S Substantive Position Nbr : 00597201 Actual Position Nbr : 00597201

Approved On: 01/12/2016 06:29 PM

Second Level Supervisor:

• I have read and **approve** the performance agreement

Approved By: **Bain, J G**Substantive Position Nbr: **00597207**Actual Position Nbr: **00596876**

Approved On: 16/01/2017 12:26 PM